

PERSONNEL BOARD SUMMARIZED MINUTES

Monday, June 2, 2014 - 6:05 p.m.

Call to Order/Roll Call of Members: Pat Carnevale, Chairperson; Grecia Ferro-Ameneiro, Vice-Chairperson; Norberto Alvarez, Member; Zoraya Pena, Member; and Beatriz Sosa, Member. ALSO PRESENT: Lorena Bravo, Acting City Attorney, Joaquin Martinez-Arrazola, Interim Human Resources Director, and Bridget R. Bosch.

AGENDA

1. Request to approve the minutes of the May 5, 2014 Personnel Board meeting.

APPROVED. Motion by Ms. Sosa. Second by Mr. Alvarez. Passed by unanimous vote.

2. Request to approve leave with pay, because of death in the immediate family, for the listed employees, in accordance with Rule 13, Section 5 (f) of the Civil Service Rules and Regulations, received May 2014.

- | | |
|---------------------|----------------------------|
| 1. Paulo Herrera | Construction & Maintenance |
| 2. Michael Benjamin | Fire Department |
| 3. Greg Bouchard | Fire Department |
| 4. Vladimir Kanarev | Fire Department |
| 5. Henry Llanos | Fleet Maintenance |

APPROVED. Motion by Ms. Sosa. Second by Ms. Pena. Passed by unanimous vote.

3. Report of **Leave Without Pay** List for May 2014.

SO NOTED.

4. Report of Civil Service **Appointments** for May 2014.

SO NOTED.

5. Report of Civil Service **Resignations** for May 2014.

SO NOTED with revision of including Melissa Negrón on the list.

6. Report of **Maternal/Paternal Leave** for May 2014.

- | | |
|--------------------|-------------------|
| 1. Yuri Lopetegui | Fire Department |
| 2. Eddie Hernandez | Police Department |

SO NOTED with correction of Eddie Hernandez at the Police Department.

7. Report of **Leave of Absence** for May 2014. NONE

SO NOTED.

8. Request to approve the **revised** job description for the position of **Fire Chief**.

Copy of **revised** job description is attached.

Management

APPROVED. Motion by Mr. Alvarez. Second by Ms. Ferro-Ameneiro. Passed by unanimous vote.

9. Request is hereby made to conduct a Civil Service examination for the position of **Fire Chief** with the following criteria:

- a. In-house
- b. 70% Oral
- c. 30% Education/Experience
- d. Must obtain a minimum score of 70% on the oral portion.
- e. Must obtain a minimum combined score of 70% to be placed on the eligibility list.

Copy of job description and eligibility are attached.

Management

APPROVED. Motion by Mr. Alvarez. Second by Ms. Ferro-Ameneiro. Passed by unanimous vote.

10. Request to approve the **revised** job description for the position of **Identification Technician I**.

Copy of **revised** job description is attached.

Range ~~16~~ **49** - \$1094 - \$2309 Bi-weekly

APPROVED. Motion by Ms. Ferro-Ameneiro. Second by Ms. Sosa. Passed by unanimous vote.

11. Request to approve the **revised** job description for the position of **Identification Technician II**.

Copy of **revised** job description is attached.

Range ~~17~~ **50** - \$1252 - \$2436 Bi-weekly

APPROVED. Motion by Ms. Pena. Second by Ms. Ferro-Ameneiro. Passed by unanimous vote.

12. Request to approve the **revised** job description for the position of **Identification Technician Supervisor**.

Copy of **revised** job description is attached.

Range ~~50~~ **51** - \$1269 - \$2587 Bi-weekly

APPROVED. Motion by Ms. Alvarez. Second by Ms. Ferro-Ameneiro. Passed by unanimous vote.

13. Request to approve the **revised** job description for the position of **Intermediate Accountant**.

Copy of **revised** job description is attached.

Range 47 - \$1035 - \$1954 Bi-weekly

APPROVED. Motion by Ms. Ferro-Ameneiro. Second by Ms. Pena. Passed by unanimous vote.

14. Request to approve the **new** civil service classification and job description for the position of **Police Professional Compliance Coordinator**.

Copy of **new** job description is attached.

Range 48 - \$1056 - \$2127 Bi-weekly

APPROVED. Motion by Ms. Ferro-Ameneiro. Second by Ms. Pena. Passed by unanimous vote.

15. Request to hear **Unfinished Business**.

On the dais: list of temporary police officers

16. Request to hear **New Business**.

APPROVED. Motion by Mr. Alvarez. Second by Ms. Ferro-Ameneiro. Passed by unanimous vote.

- 16a. Certify eligibility list for the position of **Director of Finance**.

APPROVED. Motion by Mr. Alvarez. Second by Ms. Ferro-Ameneiro. Passed by unanimous vote.

- 16b. Certify eligibility list for the position of **Director of Office of Management & Budget**.

APPROVED. Motion by Ms. Pena. Second by Ms. Ferro-Ameneiro. Passed by unanimous vote.

- 16c. Certify eligibility list for the position of **Media Specialist / Inter-Department Liaison**.

APPROVED. Motion by Ms. Pena. Second by Ms. Ferro-Ameneiro. Passed by unanimous vote.

- 16d. Certify eligibility list for the position of **Program Specialist III – Education (non-comp)**.

APPROVED. Motion by Ms. Sosa. Second by Ms. Ferro-Ameneiro. Passed by unanimous vote.

- 16e. Certify eligibility list for the position of **Program Specialist III – Education**.

APPROVED. Motion by Ms. Pena. Second by Ms. Ferro-Ameneiro. Passed by unanimous vote.

There was discussion as to what and what cannot be brought under New Business. Ms. Lorena Bravo will research and provide information to the Personnel Board members.

NEXT PERSONNEL BOARD MEETING: “August 4, 2014”

If any person decides to appeal any decision made by the Personnel Board with respect to any matter considered at this meeting, he/she will need a record of the proceedings and, for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. In accordance with the Americans and Disabilities Act of 1990, persons needing a special accommodation to participate in this proceeding should contact the Office of the City Clerk no later than seven (7) days prior to the proceeding. Telephone (305) 883-5820 for assistance; if hearing impaired, telephone the Florida Relay Service Numbers (800) 955-8771 (TDD) OR (800) 955-8770 (VOICE), for assistance.